



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

Washington  
D.C.  
20250

FmHA AN 1966 (1951)

August 9, 1989

SUBJECT: Salary Offset Activity Report

TO: State Directors

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to reinstate the reporting requirements of salary offset activity.

Salary offset is an effective credit management tool and is of strong interest to the Office of Management and Budget (OMB). Since Federal employees are exempt from Internal Revenue Service offset, salary offset is the alternative collection tool for delinquent borrowers who are Federal employees. OMB continues to request that we provide additional information on a monthly basis concerning every borrower recommended for salary offset whether they have been identified from a computer match or otherwise.

COMPARISON WITH PREVIOUS AN:

AN 1660(1951) dated October 22, 1987, was issued on the same subject but has expired.

IMPLEMENTATION RESPONSIBILITIES:

State Directors are responsible for providing the information requested in the attached format by the 10th of each month showing the previous month's activity. The first report is due September 10, 1989. If there is no change from the previous month's report, you may photocopy that report and change the "as of" date. You may set up your own format (on a spreadsheet, etc.) as long as all the information requested is given. The following information must also be supplied:

1. If a borrower was identified for offset through a computer match or by a County Supervisor and will not be sent FmHA Guide Letter 1951-C-4, or Guide Letter 1951-C-4 has been sent but offset will not be requested by sending Form Letter 1951-6, provide the borrower's name, case number, and reason no letter will be sent (use the codes listed on my May 18, 1989, memorandum). They may be dropped from the report once they have been reported as not being offset.
2. If offset is terminated for a borrower, the reason for that termination.

EXPIRATION DATE: June 30, 1990

FILING INSTRUCTION: Preceding FmHA  
Instruction 1951-C



Farmers Home Administration is an Equal Opportunity Lender.  
Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, D.C. 20250

## SALARY OFFSET ACTIVITY REPORT AS OF (DATE)

(STATE NAME)

[illegible]

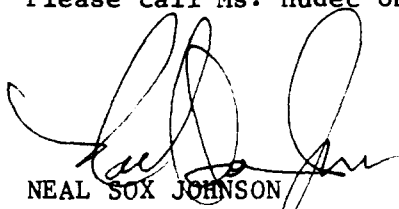
1966(1951)

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If salary offset has not been initiated against those delinquent borrowers determined eligible, State Directors will ensure that process begins immediately. Notification letters (FmHA Guide Letter 1951-C-4) will be sent to those borrowers in time to record them in the August salary offset activity report.

This report will be sent to Jeanne Hudec, FmHA/FMAS, Room 5049-S, in the National Office.

Please call Ms. Hudec on (202) 382-8356 (FTS 382-8356) with any questions.



NEAL SOX JOHNSON  
Acting Administrator

Attachment

Sent by Electronic Mail on 8/10/89 at 4:25 pm by ASD. The State Director should advise other personnel as appropriate.